

**IMPORTANT:** CDA is equipped with a 20-minute logout feature to protect your data in case you leave your computer unattended. A ‘seconds remaining’ counter appears in the lower left corner of your browser’s window to let you know how much time is left before the system logs you out. The counter restarts every time the user clicks “Submit” or navigates to another page.

## SECTION I - GETTING STARTED

### Accessing the CDA Web Site

The CDA database is easily accessible from any computer with an Internet connection, regardless of the user’s operating system. Because the system is web-based, data is available 24 hours per day, every day.

1. Open the Internet browser (CDA requires Internet Explorer 5.0 or higher, or MAC v.10)
2. Type the database URL in the “Address” block in the navigation menu:

<https://cda.aiu3.net/>



**OR - Click on the File drop-down menu and choose “Open.” Type the URL in the window and click “OK.” At the CDA home page, the user has the option to explore the site or to log in.**

3. To log in to the system, select “Log into CDA” from the left side of the window.

Figure 1. CDA Website



Log into CDA

Allegheny Intermediate Unit

475 East Waterfront Drive, Homestead, PA, 15120 Phone: 412-994-5921

Comprehensive Data Analysis for School Improvement (CDA)  
for Registered Users

Quick Query 2 Reference Sheet

Retrieve data quickly & efficiently.

Make decisions with fact-driven precision.

CDA Newsletter

#### Overview of the CDA Project:

*The amount of data that flows through school districts can be overwhelming, making it difficult to target the information that decision-makers need. Now districts can quickly and efficiently share information that is critical to improving student achievement.*



The Allegheny Intermediate Unit (AIU3) developed a web-based data collection, management, and reporting system to assist school districts in organizing and using their data for informed decision-making. Using CDA, schools can make informed decisions about curricula, strategic planning, and school policies through systematic data collection and analysis, which positively impacts the school’s physical, social, and learning environments.

CDA Resources
CDA Update <i>(Updated)</i>
CDA FAQs
Brochure
Choosing a Data Warehouse System

## CDA Start Up Screen

The next screen that you see, after you Log into CDA from the CDA website, is the CDA Start Up Screen. The information displayed on this screen includes system updates, changes, and other systems-related information.

To access the CDA Log In Screen – Click on the blue **Login to CDA** link located on the left side of the window.

**Figure 2. CDA Start Up Screen**

The screenshot shows a web page titled "CDA Program Updates and Changes" last updated on 4/30/2006. A "Login to CDA" link is highlighted with a red oval. The page lists three items:

Date	Type	Description
6/14/2006	IE Configuration	If you receive the IE security warning message "This page contains both secure and nonsecure items. Do you want to display the nonsecure items?", you can disable this behavior by doing the following: 1. In your web browser go to Tools. 2. Select Internet Options from the drop down menu. 3. Click on the Security tab. 4. Click on the Web content zone you use to access the Site. 5. Click Custom level. 6. Scroll down to find the heading Miscellaneous. 7. Find the sub-heading Display Mixed Content. 8. Click Enable. 9. Click OK. 10. In response to 'Are you sure you want to change the security settings for this zone?' click Yes. 11. Click OK to close the Internet Options box.
4/30/2006	System	THE CDA SYSTEM IS BEING UPDATED WITH VARIOUS USER INTERFACE CHANGES. These changes are being implemented to provide easier navigation throughout the system. Please report any problems to <a href="mailto:cdasupport@aiu3.net">cdasupport@aiu3.net</a> .
4/30/2006	Quick Reports	A simpler interface for retrieving PSSA and other assessment information. This module is active, however we are in the process of enabling all of its features on an individual district basis. If you have a more urgent need for this function, please let us know.

## Logging In To CDA

**Figure 3. CDA Log In Screen**

The screenshot shows a log-in form with the following fields:

Please enter your user name and password

User Name	<input type="text"/>
Password	<input type="password"/>
<input type="button" value="Submit"/>	

**Helpful Hint:**  
User names and passwords are case sensitive.

- At the login screen, enter your user name and password and click on the **Submit** button.

## User name and Password

Have you forgotten your CDA user name and password? If you have, use the input box below to send us your last name and email address, and we will forward this information to you.

Contact Cathy Hafer at  
Extension 3149 or  
haferc@bedford.k12.pa.us

## Main Menu

After logging in, you will be at your district's CDA Main Menu screen. The left menu bar contains navigation links for Querying Data, Quick Reports, Editing Tables, Changing Passwords, User Administration, PSSA (AYP) Report, Student Ledger, Uploading/Importing Data, and Workshop Videos. To log off the system, click on Log Off located at the top of the screen in the green menu bar. The center of the screen displays the current login information including the user name and organization, and all the access capabilities of that user. The 'Last Import' column to the right of the table list denotes the date when data was last imported to the database, and the 'Records' column indicates the number of records that populated the table on the date of last import.

Figure 5. Menu Screen

The screenshot shows the CDA Main Menu interface. On the left is a vertical navigation bar with links: User Manual Reference, Query II, Quick Reports, Old Query, Edit Tables, Change Your Password, User Administration, PSSA Report, Student Ledger, Upload/Import Data, and Workshop Videos. At the top right are buttons for Current District Information and Log Off. The main area displays a table of user access capabilities. The table has columns for User, Last Import, and Records. The User column lists various codes like ATTMOB0304, CBA0304, etc. The Last Import column shows dates like 5/22/2004, 1/11/2005, etc. The Records column shows counts like 0, 0, 0, etc. A yellow banner at the bottom states: "Your queries will be automatically filtered using the following criteria: Table Name, Grades, Buildings, Teachers".

User	Last Import	Records
ATTMOB0304	R	5/22/2004
ATTMOB0405	R	1/11/2005
CBA0304	W	5/22/2004
CBA0405	R	1/11/2005
DIBELS0304	R	8/4/2004
DIBELS0405	R	6/3/2005
DISCO304	R	5/22/2004
DISCO405	R	1/11/2005
IST0304	W	5/22/2004
IST0405	R	1/11/2005
MATHCPP0304	R	5/22/2004
MATHCPP0405	R	1/11/2005
PSAT0304	R	5/22/2004
PSSA0304	R	8/4/2004
PSSA0405	R	8/8/2005
PSSA11W0304	R	8/4/2004
PSSA11W0405	R	8/8/2005
PSSA12RM0203	R	1/11/2005
PSSA12RM0304	R	2/24/2005
PSSA12W0203	R	1/11/2005
PSSA12W0304	R	2/24/2005
PSSA3RM0405	R	8/28/2005

# Changing User Passwords

Passwords should be changed on a regular basis to prevent security breaches and to ensure protection and accuracy.

1. Log onto the system using your current password.
2. Choose **Change Your Password** link from the left menu bar.
3. Enter current password in the first field.
4. Enter the new password in the second field.
5. Confirm the new password by retying it in the third field.
6. Click on the **Submit** button.

**Figure 6. Change Password Screen**

Enter your old (current) password, a new password, repeat the new password in the Confirm Password field, Name, Last Name, and Email then press Submit.

Login ID	
Old Password	
New Password	
Confirm Password	
Email Address	
First Name	First
Last Name	User

**Submit**

7. Click **Main Menu** to return to the Main Menu screen.

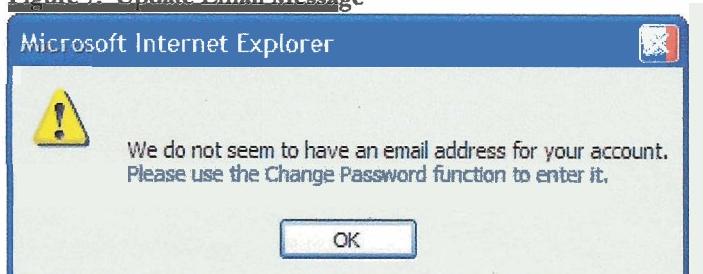
## Updating Your Email Address

Please take a moment to update your email address after you have completed changing your password by adding it to the **Email Address** field located on the Change Password Screen.

Your first and last name will be automatically furnished by default.

*Note: If you do not elect to update your email address, after you change your password, CDA will periodically remind you to do so. You will see the following message.*

**Figure 7. Update Email Message**



## SECTION IV - QUERYING STUDENT DATA

### Query II

Getting Started – Adobe SVG Viewer must be installed on your PC in order to view the reports that are generated by query. Click on the link below to access Adobe's SVG Viewer download page then follow the instructions to complete the download. Like Adobe Reader this software is available at no cost, and it is available for both Windows and MAC operating systems.

<http://www.adobe.com/svg/viewer/install/main.html>

**Generating Queries** – There are two ways to generate query results, (1) by retrieving a saved query, or (2) by building your own query.

From the CDA main menu screen choose the Query II navigation link from the left menu bar.

From the Query II screen you can either [1] choose a saved query, or [2] build a new query.

Figure 15. Query II Screen

The screenshot shows the CDA Query II screen. At the top, there is a menu bar with 'Main Menu', 'Select School Years', and 'Log off'. Below the menu is a message: 'Select a saved query or select year(s) to build a new query.' The main area contains a grid of saved queries. The columns are labeled 'sort by Date', 'sort by Description', 'sort by Tables', 'sort by Created by', 'sort by Shared', and 'Delete'. A callout box labeled '1' points to the 'sort by Date' column, with the text: 'Choose a saved query by clicking on the blue hyperlink in the sort by Date column.' Another callout box labeled '2' points to the bottom section, with the text: 'To build a new query Select the year(s) of data you wish to view. Click on Build New Query'.

sort by Date	sort by Description	sort by Tables	sort by Created by	sort by Shared	Delete
2006-04-21 13:37	test 4	STUDENTINFO0405,DIBELS0304,DIBELS0405	jupiter11	Yes	
2006-04-11 10:14	GateProj 4Sight Read Regress	STUDENTINFO0405,DIBELS0304,DIBELS0405,SFAREAD0506	jupiter11	Yes	
2006-04-11 10:13	GateProj 4Sight Read Prog	STUDENTINFO0405,DIBELS0304,DIBELS0405,SFAREAD0506	jupiter11	Yes	
2006-04-11 10:10	GateProj Dibels & 4Sight	STUDENTINFO0405,DIBELS0304,DIBELS0405,SFAREAD0506	jupiter11	Yes	
2006-04-19 12:49	GateProj 4Sight PredScaleScores for 3rd Grd Read	STUDENTINFO0405,DIBELS0304,DIBELS0405,SFAREAD0506	jupiter11	Yes	
2006-04-06 11:04	GateProj Dibels Grade 1 & 2	STUDENTINFO0405,DIBELS0304,DIBELS0405	Jupiter11	Yes	
2006-01-31 12:47	PSSA Grade 8 Reading by category	STUDENTINFO0405,PSSA0405	jupiter11	Yes	
2006-01-11 13:51	MSP 0405 Demographic Submission	STUDENTINFO0405	jupiter11	Yes	
2005-12-07 00:00	PSSA 0405 Math by Anchor and	STUDENTINFO0405,PSSA0405	jupiter11	Yes	

School Year Data

2002-2003	Select
2003-2004	<input type="checkbox"/>
2004-2005	<input type="checkbox"/>
2005-2006	<input type="checkbox"/>

Build New Query

## Saved Queries

If you choose a saved query, you can run the query “as is” by clicking on the Submit Query button from the lower right corner of your screen or you can modify the saved query by adding sorting priorities, and/or filters.

Figure 16. Fields Selected Box

Fields selected

The screenshot shows a list of fields in a 'Fields selected' box. Each field entry consists of a data field name and value, followed by a sorting priority dropdown (set to '1st Asc'), a chart type icon (Pie Chart), and a stats/icon dropdown. The fields listed are:

Field	Value	Sorting priority	Chart Type	Stats
STUDENTINFO0405.StudentID	{SI04001}	1st Asc	Pie Chart	
STUDENTINFO0405.Last Name	{SI04002}			
STUDENTINFO0405.First Name	{SI04003}			
STUDENTINFO0405.Grade	{SI04013}		Pie Chart	
STUDENTINFO0405.Building	{SI04012}		Pie Chart	
STUDENTINFO0405.Gender	{SI04009}		Pie Chart	
STUDENTINFO0405.Free Reduced Lunch	{SI04027}		Pie Chart	
DIBELS0304.End Oral Reading Fluency Score	{DB03023}		Stats	Hidden
DIBELS0405.End Oral Reading Fluency Score	{DB04023}		Stats	Hidden
SFAREAD0506.4Sight Raw Score BL (Test 1)	{SR05002}		Stats	Hidden
SFAREAD0506.4Sight Raw Score 1st (Test 2)	{SR05004}		Stats	Hidden
SFAREAD0506.4Sight Raw Score 2nd (Test 3)	{SR05006}		Stats	Hidden
SFAREAD0506.Predicted Scale Score BL (Test 1)	{SR05003}		Stats	
SFAREAD0506.Predicted Scale Score 1st (Test 2)	{SR05005}		Stats	

Below the list are buttons for 'Sorting priority' (with a dropdown set to '1st Asc'), 'Stats' (with a dropdown showing 'Hidden'), and a 'Help' icon.

### Sorting:

- Click to highlight the field to which you want to apply the sorting priority.
- Click the Sorting priority drop down arrow and select the sorting criteria.

### Charts:

- Select a Pie or Bar chart for a field by clicking on the Pie or Bar Chart Icon

### Note:

- Data fields that contain categorical data like PSSA Performance Level Code are automatically set to be represented graphically with a [Bar chart].
- Data fields that contain numeric value data such as PSSA Scaled Scores are automatically set to be represented statistically [Stats].

All sorting priorities, Stats, and Bar and Pie chart selections appear in the area to the right of the data field in the Fields selected box.

To deselect Stats from a field, highlight the field then click on the Stats button to toggle off the Stats feature.

To deselect Bar or Pie Chart from a field, highlight the field then click on the Pie or Bar Chart Icon to toggle off the Charts feature.

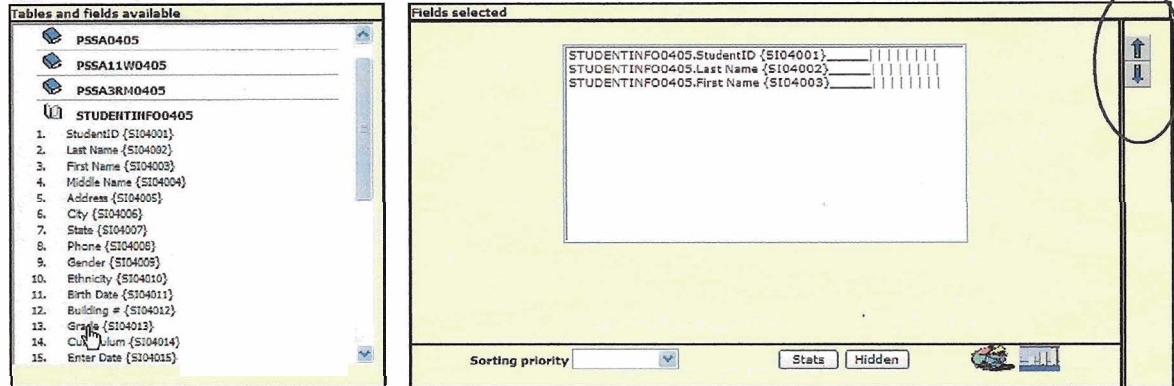
## Building New Queries

After you have chosen the year(s) of data to view and clicked on the Build a New Query button, you are ready to move on with building your own query.

Select a Table by clicking on the blue book icon to open and/or close the table. When you open a table, a list of the data fields contained in that table will display.

- Click once on your choice of data field – the data field chosen will list to the right in the Fields selected builder box.

Figure 17. Building Queries



- Move data fields up or down by clicking to highlight the data field then using the up/down arrow to move.

### Sorting:

- Click to highlight the field to which you want to apply the sorting priority.
- Click the Sorting priority drop down arrow and select the sorting criteria.

### Charts:

- Select a Pie or Bar chart for a field by clicking on the Pie or Bar Chart Icon

Note: {Refer to the image on page 2}

*Data fields that contain categorical data like PSSA Performance Level Code are automatically set to be represented graphically with a [Bar chart].*

- Data fields that contain numeric value data such as PSSA Scaled Scores are automatically set to be represented statistically [Stats].*

*All sorting priorities, Stats, and Bar and Pie chart selections appear in the area to the right of the data field in the Fields selected box.*

*To deselect Stats from a field, highlight the field then click on the Stats button to toggle off the Stats feature.*

*To deselect Bar or Pie Chart from a field, highlight the field then click on the Pie or Bar Chart Icon to toggle off the Charts feature.*

## Filtering Data:

Applying filters helps you “drill down” further into the data for more specific detailed results.

**For example** – A user is building a new query. The user chose data fields from the Student Information, and PSSA tables for the 2004-2005 school year. The user wants to look at 5<sup>th</sup> graders who did not score Advanced (4) on the PSSA in Mathematics.

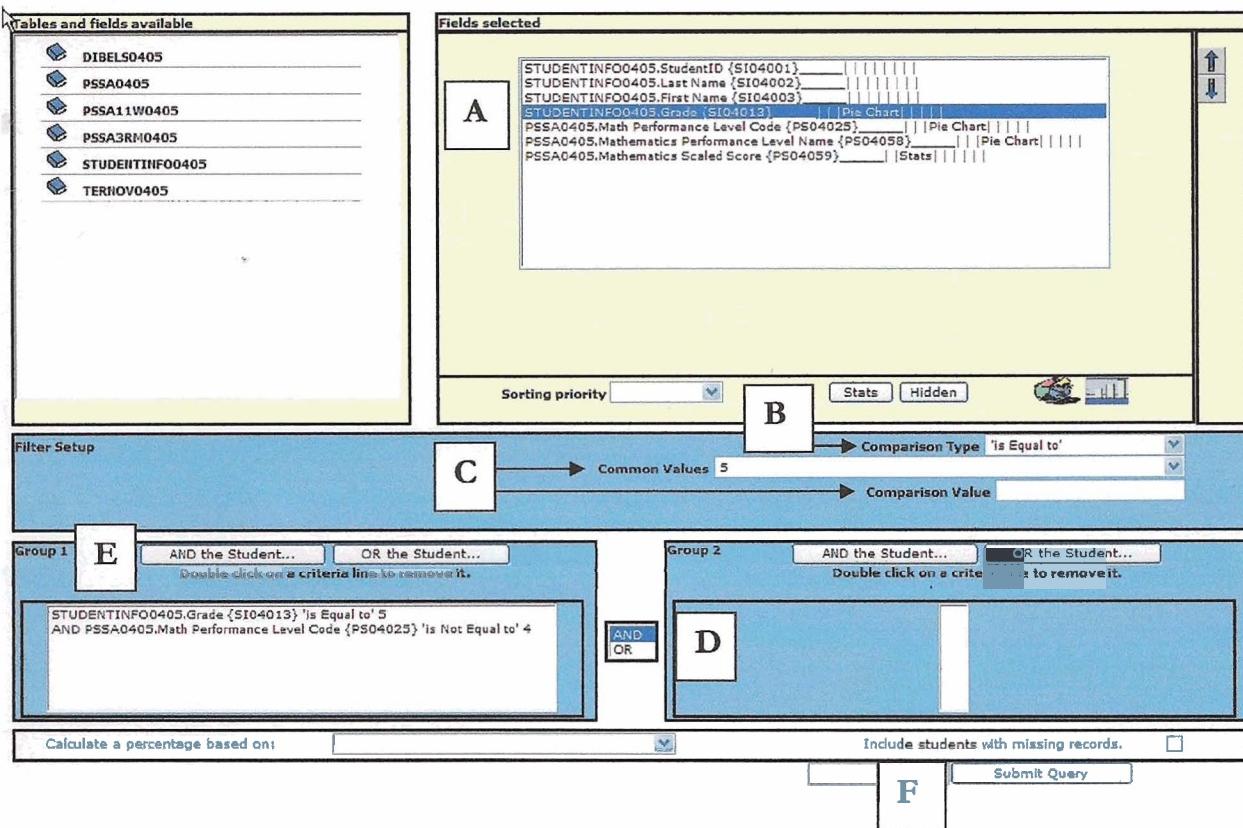
- The user ONLY wants to view data for students in Grade 5, so he/she adds the filter ‘is Equal to’ 5.
- The user ONLY wants to view PSSA Mathematics Performance Codes 1, 2, and 3 (Below Basic, Basic and Proficient), so he/she adds the filter ‘is Not Equal to’ 4.

**Figure 18. Filtering Queries**

The screenshot shows a 'Filter Setup' window with two main sections: Group 1 and Group 2. Both sections have 'AND the Student...' and 'OR the Student...' buttons, with a note below each stating 'Double click on a criteria line to remove it.' In Group 1, there is a text box containing the query: 'STUDENTINFO0405.Grade {SI04013} 'is Equal to' 5 AND PSSAO405.Math Performance Level Code {PS04025} 'is Not Equal to' 4'. Below Group 1 is a button labeled 'AND OR'. At the bottom of the window, there are buttons for 'Calculate a percentage based on:' and 'Include students with missing records.' (with a checked checkbox), along with 'Submit Query' and 'Cancel' buttons.

## How to Apply Filters to your Query:

Figure 19. Applying Filters



Click to highlight the field you wish to filter. [A]

- Select a Comparison Type from the drop down list (Is less than, Is greater than, etc.). [B]  
Select a Common Value from the drop down list (selections in this drop down list depend on the field you have highlighted). If there are no common values you can type a value directly into the Comparison Value field. [C]
- Choose a relationship – AND / OR (See page 20 for an explanation of data relationships). By clicking to highlight AND/OR. [D]

**NOTE: When building a basic query, most filter relationships are AND.**

- Select the appropriate AND / OR the Student... button in the Group 1 or Group 2 filter box, and click on it to 'set' the filter. [E]

**NOTE: Multiple filters can be set up in the same (Group 1) filter box.**

- Filter selections can be easily removed from the Group 1 or Group 2 filter box by double-clicking on it to delete.

Click on the Submit Query button. [F]

## Query II Results

Green Menu Bar   Details   Stats   Charts   Analyze   Create PDF   Save Query

- Details - query results records rendered in a report format (example below).
- Stats – displays a quick statistical summary of mean, median, standard deviation, min, max, range and variance for the total records displayed in the query results.
- Charts – displays, in graphical form, categorical data results using a Bar or Pie Chart.
- Analyze – Use Stat Crunch for more advanced statistical analyses (correlations, inferences, linear regression and more).
- Create PDF – generate, print or save a clean, orderly report of your queried records.
- Save Query – File the query report as a “Saved Query” in CDA.

## Blue Menu Bar

- Jump to page options – for easy navigation through the pages of query results records.
- Records per page option – 25 records are displayed by default. If you wish to see more or all of the records choose the number of records to display by using the drop-down arrow, then click on Records per page:
- Reset Results – will reset the results page back to its original state.
- Download – Save and file the query report as an Excel worksheet.

Use the **Query Builder** button to navigate back to the query builder screen.

Figure 20. Query Results

Query Builder							
Details		Stats		Charts		Analyze	
Jump to page: 1 of 2		First Page		Next Page		Prev Page	
Reset Results		Download		Last Page		Create PDF	
StudentID	StudentINFO Last Name	StudentINFO First Name	StudentINFO Grade	PSSA Math Performance Level	PSSA Mathematics Performance Level	PSSA Mathematics Scaled Score	Save Query
212003	CCNIW	KCVSS	5	1	Bel	903	
212004	CCUVJZA	NGIES	5	3	Pro	1425	
212005	CGQRJZA	KQVLZG	5	3	Pro	1476	
212006	CNRSR	DJUMXZVXQOC5	5	2	Bas	1228	
212123	CQWDGRU	HWQXMKY	5	3	Prr	1441	
212009	CTLQRKY	NKFOF_I	5	1	Pro	1459	
212016	EGVQJZA	DJDH	5	0		0	
212007	CNRSR	DOGC	5		Pro	1409	
212018	FNHRXQF	NKUESIH	5	1	Bel	1117	
211044	LGOPD	UCQRJX	5	3	Pro	1409	
212037	LQQIXGY	ACFLXF	5	2	Bas	1228	
212042	MGCDJX	OKFSQKABN	5	2	Bas	1215	
212044	MKWDTNTMA	OKFLTRHA	5	3	Pro	1409	
212046	NCIRZYV	NKFLFKSI	5	3	Pro	1409	
212107	NEJEWXF	SCFLJR	5	3	Pro	1459	
212013	EFGOJK	NCUMXYH	5	1	Bel	976	
212111	KQKRXZVV	LWXNY	5	1	Bel	1010	
212039	MGXKE	KCVSS	5	2	Bas	1309	
212108	NCNOTY	KGDJWKF	5	3	Pro	1459	
212051	NWQGMGR	NGJES	5	2	Bas	1269	
212053	OKASS	LAOMJ	5	3	Pro	1441	
212057	QGQXE	LTLYWKU	5	3	Pro	1476	
211069	QQOMYKZ	EOAES	5	2	Bas	1255	
212109	TEUMGK	LAOI	5	3	Pro	1337	
212022	HKOPNTNPJW	DKHVG	5	3	Pro	1441	

Last command executed was:  
`SELECT SI04001, SI04002, SI04003, SI04013, PS04025, PS04058,  
PS04059, SI04001 AS 'LEDGERKEY'  
FROM STUDENTINFO0405 INNER JOIN PSSA0405 ON PS04038 = SI04001  
WHERE (SI04013 = '5' AND PS04025 <> '4');`